FileMaker

Web User Manual

McLean County Unit District No. 5

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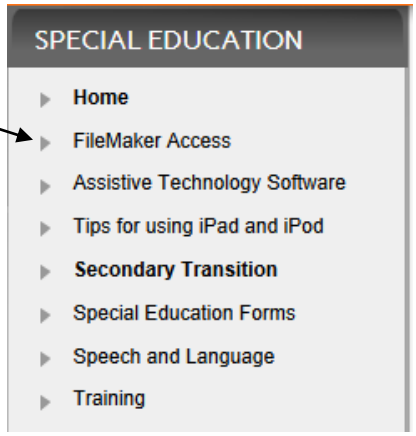
FILEMAKER USER ACCESS

How to get to FileMaker -

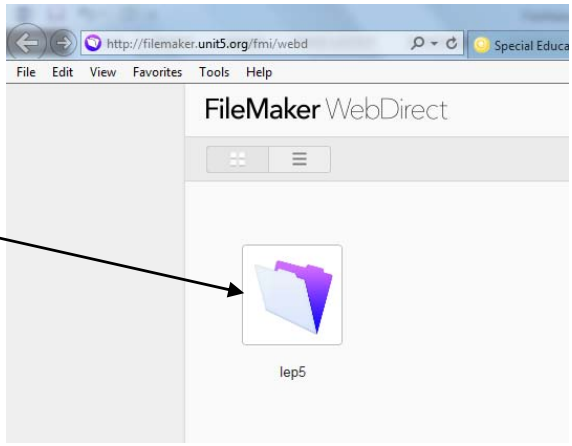
Open Internet Explorer and go to the district website - www.unit5.org.
Click on the Staff Menu and Select Special Education

Then click on FileMaker Access

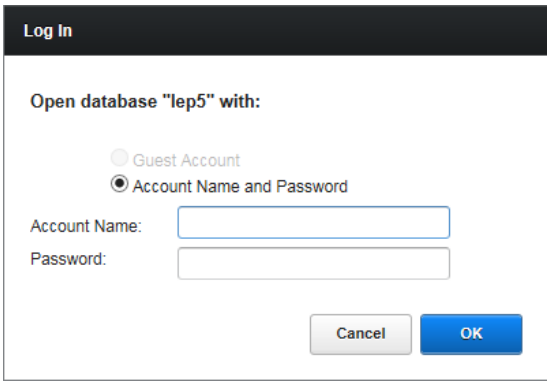


And now click here to launch FileMaker. Also note that the link for the PDF version of this handout is available by clicking on the FileMaker Web User Manual link below the FileMaker Web Access link.

From the FileMaker WebDirect page, single click on “lep5”



The direct link to the Instant Web Publishing page is:
http://filemaker.unit5.org/fmi/webd



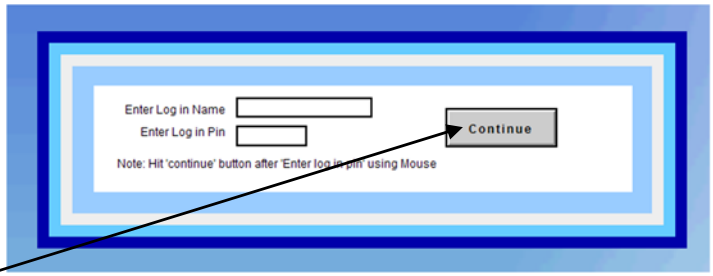
Account Name: mciep
Password: MC839

Type in the above Account Name and Password, click OK. This information is **case sensitive.** The “Caps Lock” on the keyboard should be off. Type them exactly as shown above. (Mac Users: DO NOT check the “Add to Keychain” box. PC Users: DO NOT save password).

Enter Log in Name: Your Username

Press the Tab Key to move to the Log in Pin box

Enter Log in Pin: Your FileMaker password, the password will not show as you type. You can double click in the box to verify the password after you finish entering it.

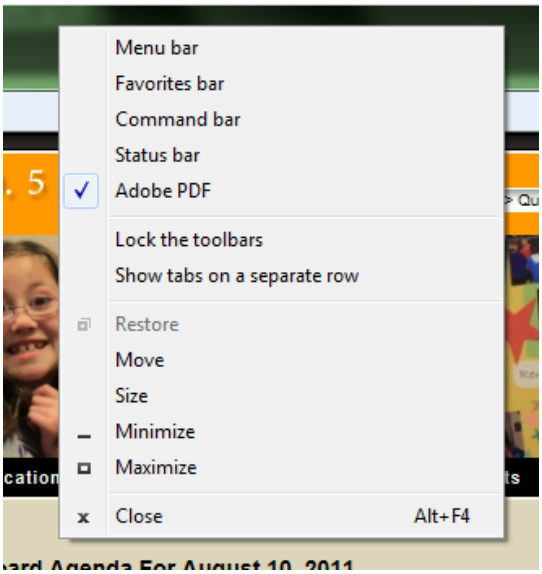


Click Continue with the mouse,
do not use the Enter key.

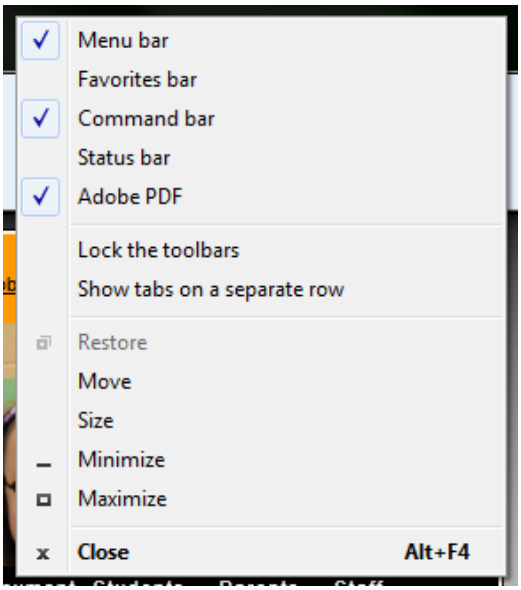
Note: If you are having a problem logging in, contact Nora Bardi ~ bardini@unit5.org

PAGE SETUP

Internet Explorer Versions 10 and 11 displays all menus turned off by default so you will need to turn them on in order to perform these setup items. Open Internet Explorer and then right click anywhere to the right of the address.

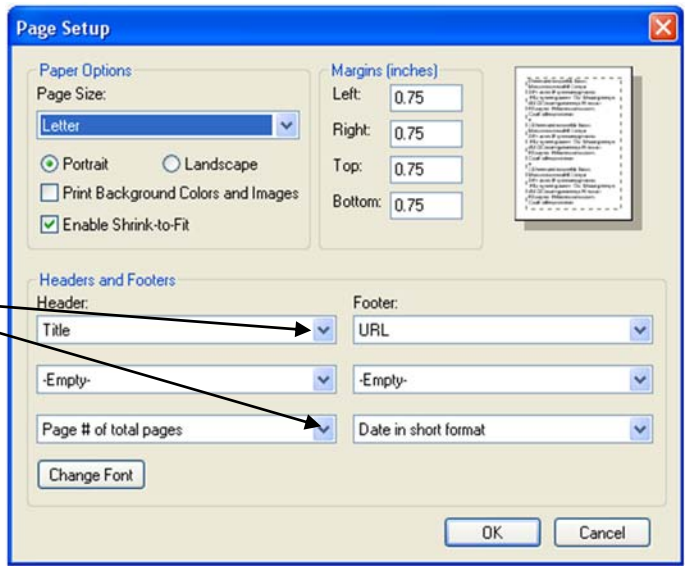


- Left click Menu bar
- Left click command bar



- Now you will have access to the File Menu
- You will also have the Print shortcut
- Click anywhere on the page to close this window

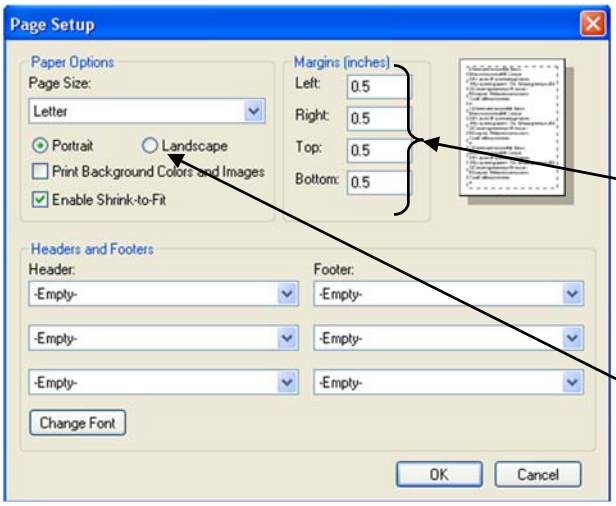
Internet Explorer 10/11 Page Setup Changes – Click on File and then select Page Setup



~Headers and Footers

Since the Header and Footer fields contain settings by default, these must be removed. To remove them, click on the drop down arrows and select Empty. This must be done to ensure correct printing results.

***Make sure all 6 Header and Footer fields are set to -Empty-**



~Margins

Change all margins to 0.5 instead of the default setting of 0.75. Once again this must be done to ensure correct printing results.

***Make sure all 4 Margin fields are set to 0.5**

~Printing Orientation

Most of the pages in the database will be printed in portrait mode but some pages require landscape mode. When landscape is needed, change it here but <u>be sure to immediately change it back to portrait after printing.</u>

Important Notes:

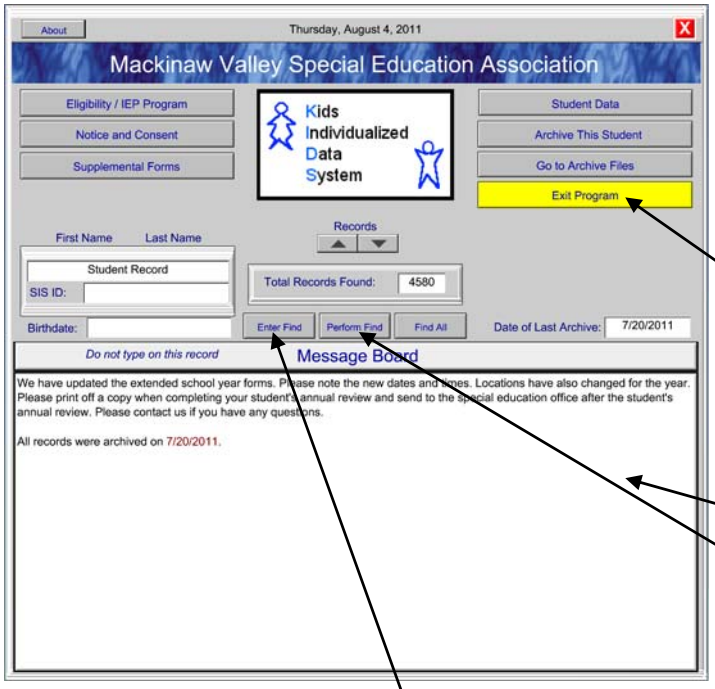
~These changes are needed one time on <u>each</u> computer that you use in the Unit for each user.

~Do not use the back and forward buttons in Internet Explorer, they will only take you out of the program. You must navigate entirely inside FileMaker to move from screen to screen.

~Pressing the F11 key while in Internet Explorer displays the database in full screen mode which removes the menus, giving more space for the database. Full screen mode also hides Internet Explorer's back and forward buttons, eliminating the temptation to use them. Pressing the F11 key again returns Internet Explorer to the standard view.

~Ctrl+ magnifies the Internet Explorer screen while Ctrl- reduces the screen.

MAIN MENU


About
Thursday, August 4, 2011
Mackinaw Valley Special Education Association
Eligibility / IEP Program
Notice and Consent
Supplemental Forms
Kids Individualized Data System
Student Data
Archive This Student
Go to Archive Files
Exit Program
First Name
Last Name
Records
Student Record
SIS ID:
Total Records Found: 4580
Birthdate:
Enter Find
Perform Find
Find All
Date of Last Archive: 7/20/2011
Do not type on this record
Message Board
We have updated the extended school year forms. Please note the new dates and times. Locations have also changed for the year. Please print off a copy when completing your student's annual review and send to the special education office after the student's annual review. Please contact us if you have any questions.
All records were archived on 7/20/2011.

After completing the Log in process, the program opens to the Main Menu screen.

Click any button to access an area of the database after finding the appropriate student record.

***Always exit the program properly** by using the "Exit Program" button on the Main Menu. If this button is not used to exit the database information **MAY NOT BE SAVED.**

Internet Explorer can then be closed by selecting File and then Exit or clicking the X in the top, right corner of the screen.

The Message Board is used to post messages or reminders to staff members. Be sure to check it for any messages.

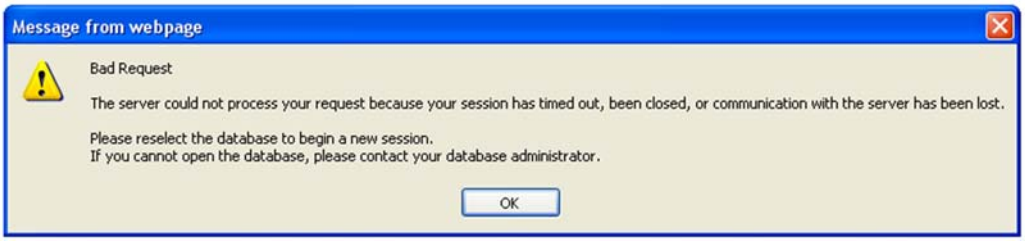
Finding a Student

- Single click the Enter Find button. The fields on the screen will blank out and the cursor will flash in the field that contains the First and Last Name of the student.
- Type the student name in the First and Last Name field and then single click the Perform Find button.
- If a response of "Student Not Found" comes on the screen, contact Lori Strickler at Field Special Services Center or by email strickla@unit5.org**.** The record has not been entered or the spelling may be incorrect.
- If you are having problems locating a student it may because of a misspelling. Try entering just the last name or first and last initial such as A C. Be sure to have a space between the initials. However, using this approach can lead to locating more than one record. To find the record you want just click the up and down Records arrows until you locate the correct record. Once you locate the correct name, click Enter Find, type the whole name and click Perform Find. This will result in the Total Records Found equaling 1. **<u>To avoid inadvertently placing data on another student's record, only enter the database with Total Records Found equaling 1.</u>**

Saving and the 30 Minute Time Out

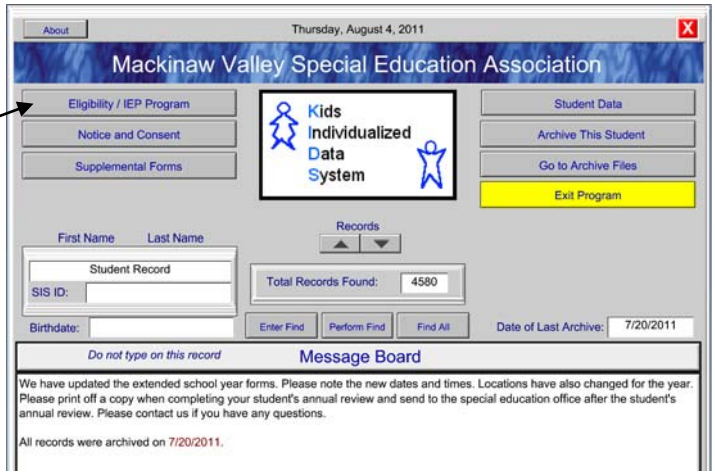
To save data entered on a screen, the user must move from one screen to another using the Back and Forward buttons or when available, click on a Save

button. Save buttons are located on the top of screens where a significant amount of data is entered, such as the Present Levels page. A page must be saved within 30 minutes or the program will stop responding and display this error message when attempting to resume working. Click OK on the message and then click on Iep5 to begin a new session. This time out can be avoided by regularly advancing or going back to another page or clicking any available save buttons, doing this restarts the 30 minute clock. Any data on a screen that has not been saved will be lost if your session times out.


Message from webpage
Bad Request
The server could not process your request because your session has timed out, been closed, or communication with the server has been lost.
Please reselect the database to begin a new session.
If you cannot open the database, please contact your database administrator.
OK

IEP MENU

- Once a student has been located on the Main Menu and Total Records Found equals 1, simply click on the Eligibility/IEP Program button to access the IEP data for that student.


About
Thursday, August 4, 2011
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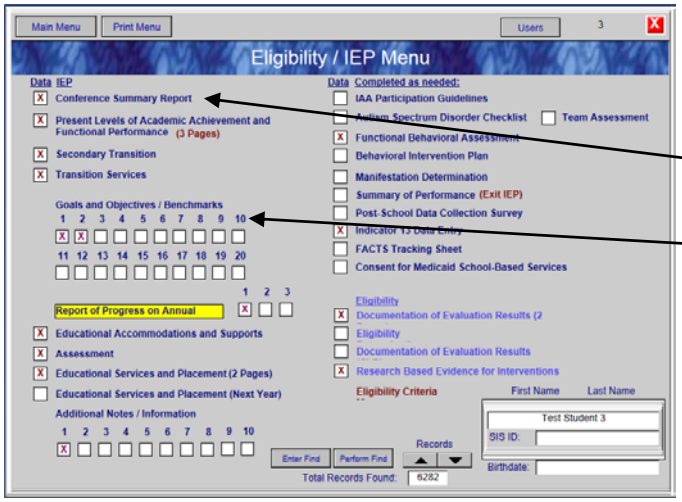
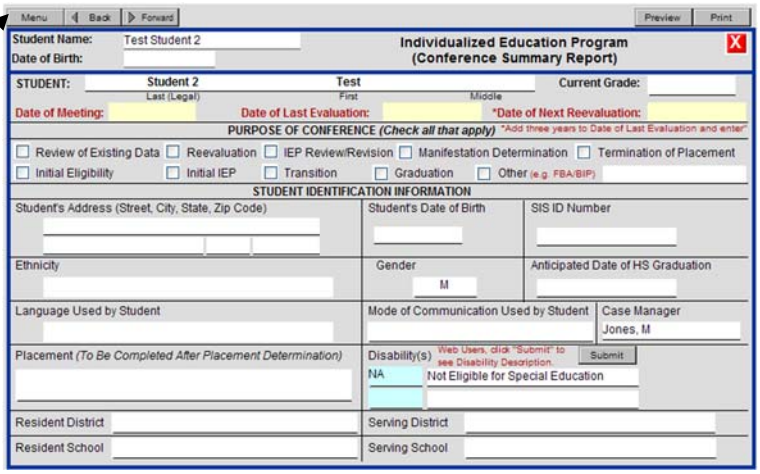
Notice and Consent
Supplemental Forms
Kids Individualized Data System
Student Data
Archive This Student
Go to Archive Files
Exit Program
First Name
Last Name
Records
Student Record
SIS ID:
Total Records Found:
4580
Birthdate:
Enter Find
Perform Find
Find All
Date of Last Archive:
7/20/2011
Do not type on this record
Message Board
We have updated the extended school year forms. Please note the new dates and times. Locations have also changed for the year. Please print off a copy when completing your student's annual review and send to the special education office after the student's annual review. Please contact us if you have any questions.
All records were archived on 7/20/2011.

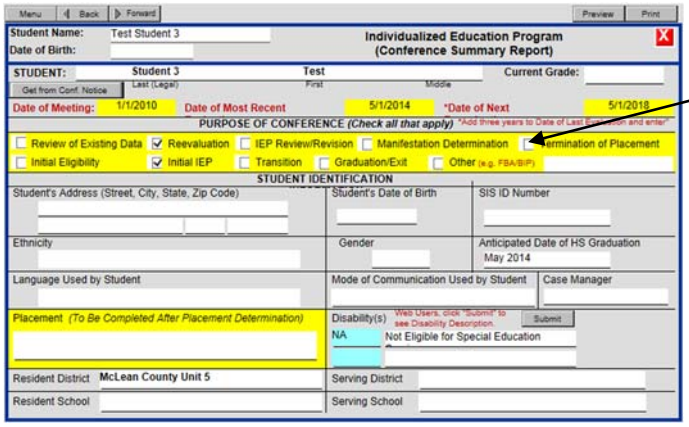


- Access to individual IEP pages can be obtained by clicking on any of the page titles.
- To access a specific goal, click on the goal number on the menu.
- The checkboxes aligned with each page title are called Data Boxes. If there is data entered on any page, an "X" will appear in the box.

- From the selected page, in this case the IEP Conference Summary Report, click on the Menu button to return to the Eligibility/IEP Menu.



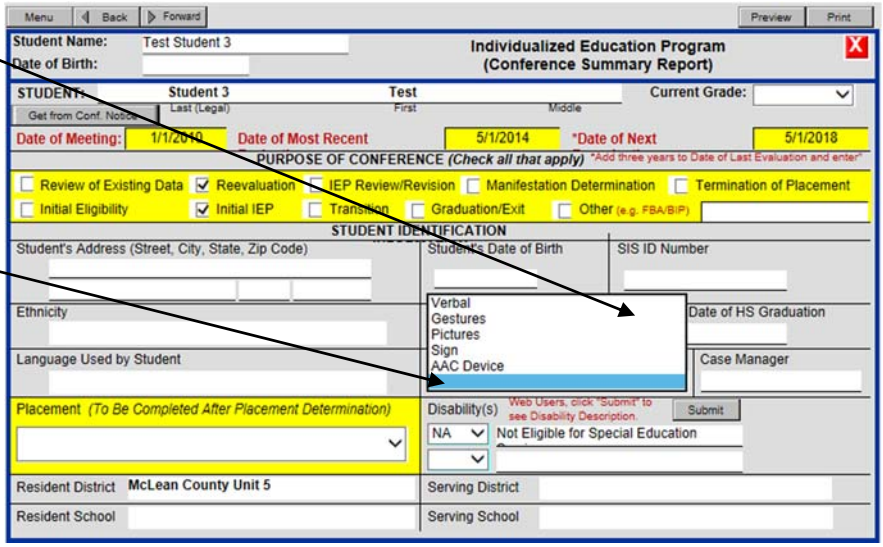
IEP INPUT



- Checkboxes are point and click, but appear as checkmarks on your input screen.

- After navigating to an IEP input screen it does not appear that there are any drop down arrows to allow for data choices, but simply clicking in any field on the page will make the arrows appear.

- Now the arrows are visible at the right end of the field.
- When using drop down lists, you must make a choice from the list. To remove a previous choice, choose the "Blank" at the end of the drop down list. Slide the scroll bar if needed. To type text other than the choices on the list, choose "other" and type the text in the field adjacent to the drop down list. If the word "other "is not listed, then a choice must be made from the list and typing your own text is not available.



Notes:

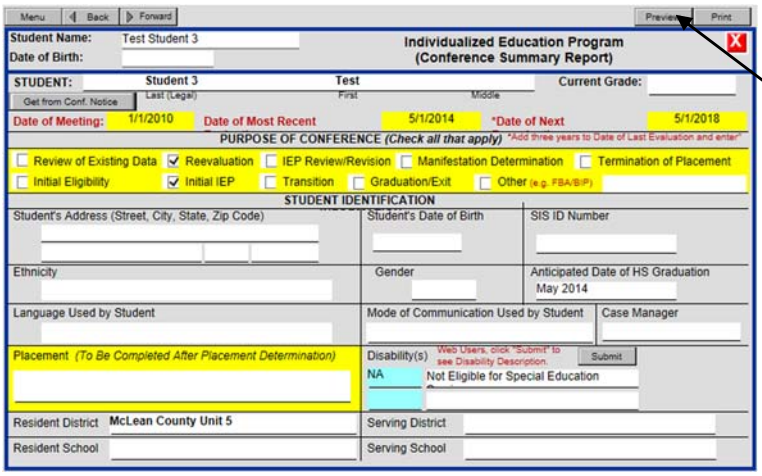
~Use the **Back and Forward** buttons to navigate to the next or previous screen.

~If a screen includes a Save button (generally located on screens where long narratives are written, such as the Present Levels of Academic Achievement page), you can click it to save any data that has been entered without navigating to another page and then returning to save the data on the screen.

~Navigate to the IEP menu screen from any page by clicking on the Menu button.

~A web plug-in is available for Internet Explorer at www.iespell.com which will make spell-check available on the web. You have the necessary permissions on your computer in Unit 5 to install this program if you wish to. Please spell check your IEP's either with iespell or your own eyes :D

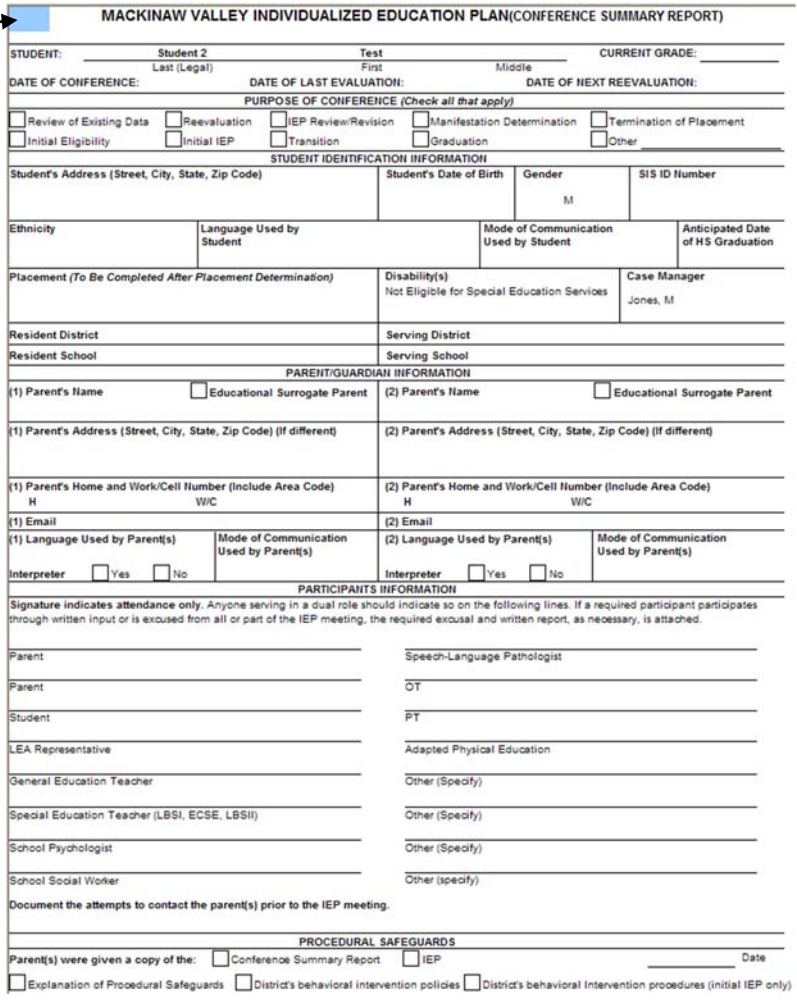
INTERNET EXPLORER PRINT PREVIEW



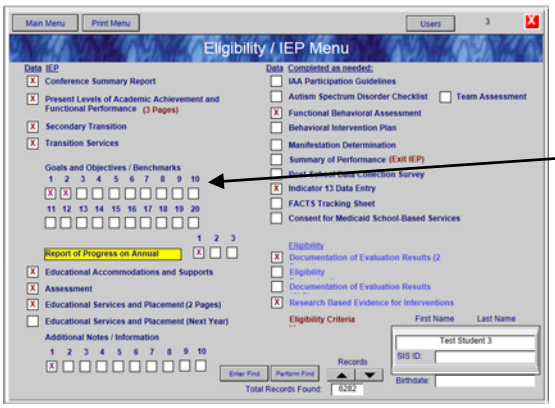
- To produce a Print Preview of how the document will print in Internet Explorer, select the Preview button on the right corner of the input screen.

- To return to the input screen from this preview screen, select the blue horizontal return button in the upper left corner of the print preview.

- **<u>WARNING</u>** – NEVER enter information on the preview screen, although it is possible to do so, the data is unreliable and can cause problems with the database.

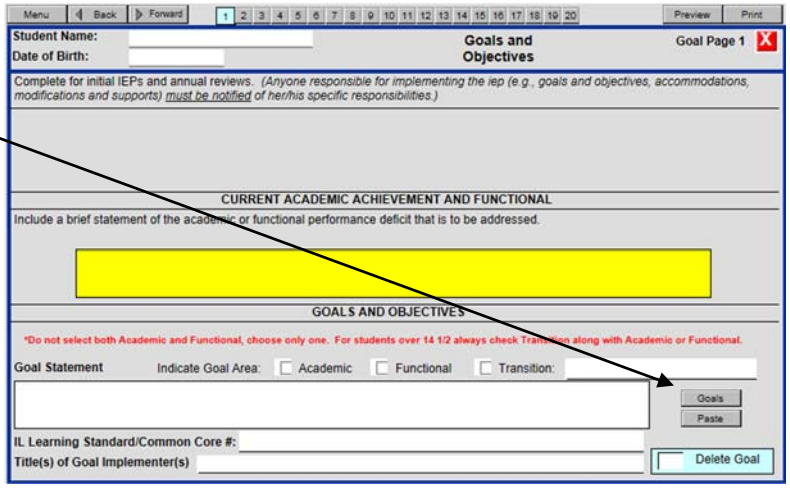


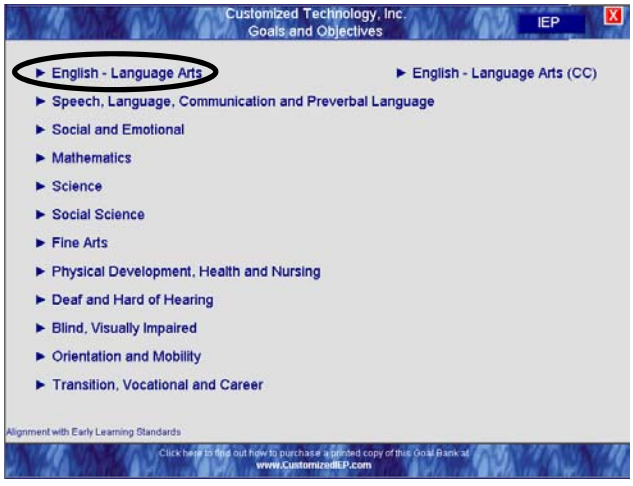
GOALS AND OBJECTIVES



- Access to the Goals and Objectives input screens can be gained through the IEP Menu or by forwarding through the IEP Input screens.
- The buttons 1-20 on the screen will allow access to any of the goals previously written for the student.
- Each goal contains space for three objectives. Consider keeping goals to three objectives, rather than having goals that continue onto another goal page.
- The Goal Bank is only available by remoting into the client version of FileMaker.

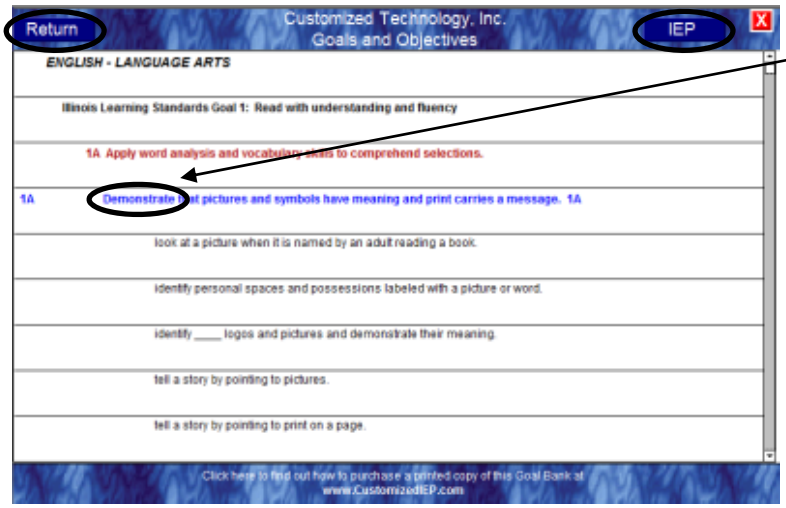
- Clicking on the Goals button will navigate to the Goals and Objectives Menu.


Menu
Back
Forward
Preview
Print
Student Name:
Date of Birth:
Goals and Objectives
Goal Page 1
Complete for initial IEPs and annual reviews. (Anyone responsible for implementing the iep (e.g., goals and objectives, accommodations, modifications and supports) must be notified of her/his specific responsibilities.)
CURRENT ACADEMIC ACHIEVEMENT AND FUNCTIONAL
Include a brief statement of the academic or functional performance deficit that is to be addressed.
GOALS AND OBJECTIVES
*Do not select both Academic and Functional, choose only one. For students over 14 1/2 always check Transition along with Academic or Functional.
Goal Statement
Indicate Goal Area:
Academic
Functional
Transition:
Goals
Paste
IL Learning Standard/Common Core #:
Title(s) of Goal Implementer(s)
Delete Goal



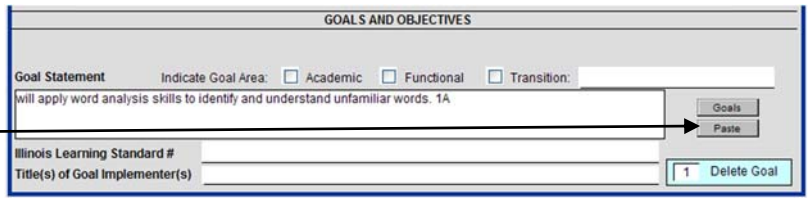
- Review the list and click on the blue arrows to see the Learning Standards.

Home
Customized Technology, Inc.
Goals and Objectives
IEP
English - Language Arts
Illinois Learning Standards Goal 1: Read with understanding and fluency
Illinois Learning Standards Goal 2: Read and understand literature representative of various societies, eras and ideas.
Illinois Learning Standards Goal 3: Write to communicate for a variety of purposes
Illinois Learning Standards Goal 4: Listen and speak effectively in a variety of situations.
Illinois Learning Standards Goal 5: Use the language arts to acquire, assess and communicate information.

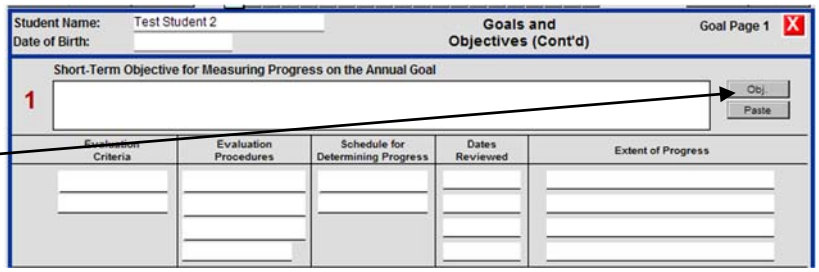

Return
Customized Technology, Inc.
Goals and Objectives
IEP
ENGLISH - LANGUAGE ARTS
Illinois Learning Standards Goal 1: Read with understanding and fluency
1A Apply word analysis and vocabulary skills to comprehend selections.
1A Demonstrate that pictures and symbols have meaning and print carries a message. 1A
look at a picture when it is named by an adult reading a book.
identify personal spaces and possessions labeled with a picture or word.
identify ____ logos and pictures and demonstrate their meaning.
tell a story by pointing to pictures.
tell a story by pointing to print on a page.
Click here to find out how to purchase a printed copy of this Goal Bank at www.CustomizedIEP.com

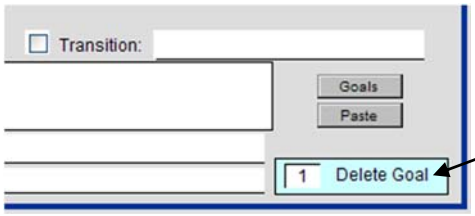
- To select a goal, click on the first word of the goal (displayed in blue). The program will automatically return to the Goal and Objective input screen that you were just on.
- Use the Return button to move back a screen in the Goals and Objectives area.
- To return to the Goal Page without selecting a goal or objective, click on the IEP button.

- Click the Paste button on the input screen and the goal will be inserted.



- Repeat the copy and paste function for the Objectives by using the "OBJ" button to navigate to the Goals and Objectives Menu. Objectives are in black text.

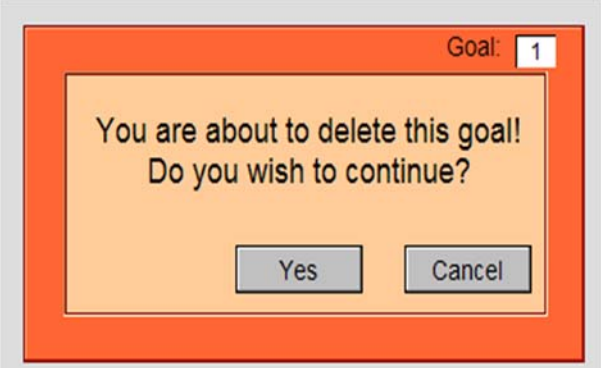




Deleting Goals

- Below the Goals and Paste buttons is a button to Delete Goal.

- If YES is chosen from the Delete Goal Prompt, the information, <u>including all objectives and data</u> on that goal will be deleted. The remaining goals will then be moved up one goal page so that all goals are in order with no blank goals mixed in.

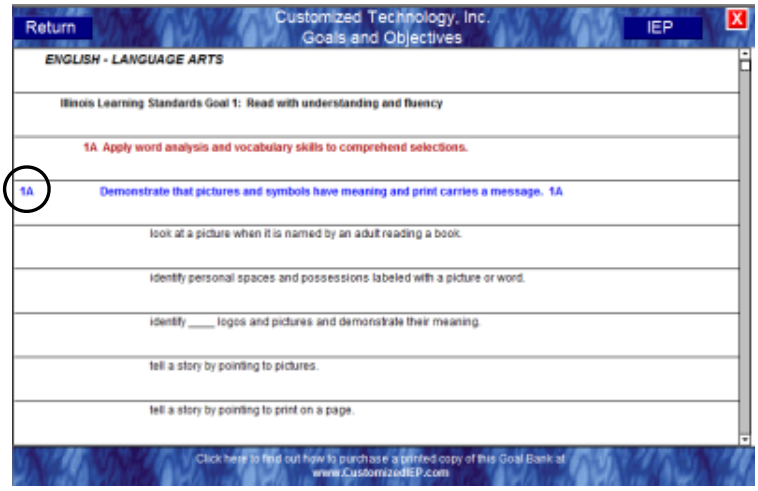


- When preparing for an annual review it is necessary to delete the information on the goals and objectives pages in order to develop the new IEP. Deleting the goal makes this process much faster.

- <u>Make sure you have hard copies of the goal pages before you delete the goals.</u>

STATE STANDARDS

- Access to the State Standards is obtained on each of the goal pages by clicking the Standard Number to the left of the goal.
- Note that only the goal number links to the Standards, not the objectives.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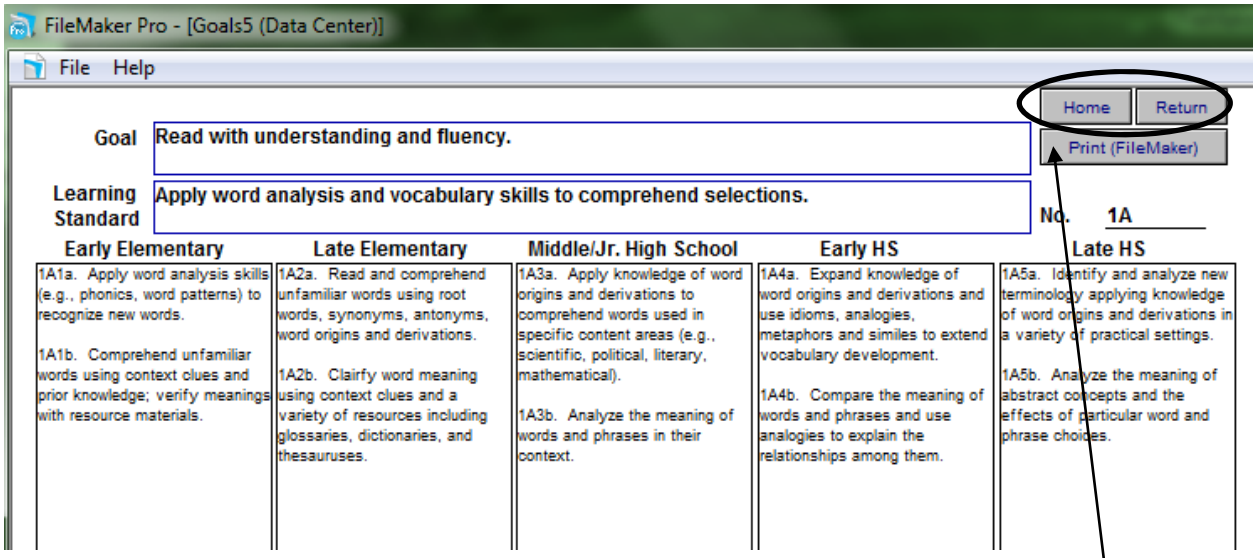
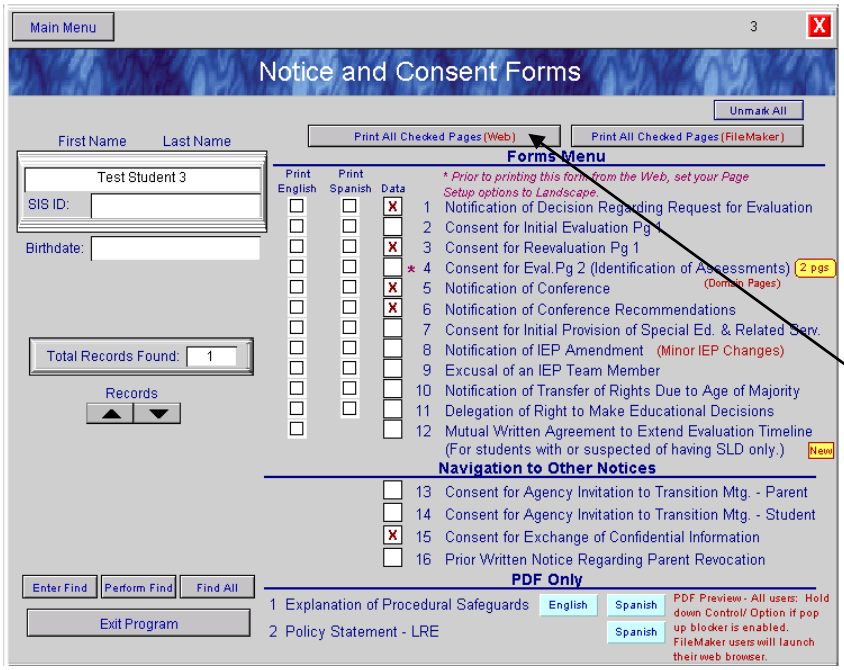
Click here to find out how to purchase a printed copy of this Goal Bank at
www.CustomizedIEP.com

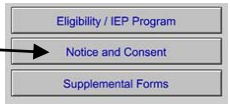

FileMaker Pro - [Goals5 (Data Center)]
File Help
Home
Return
Print (FileMaker)
Goal
Read with understanding and fluency.
Learning Standard
Apply word analysis and vocabulary skills to comprehend selections.
No. 1A
Early Elementary
1A1a. Apply word analysis skills (e.g., phonics, word patterns) to recognize new words.
1A1b. Comprehend unfamiliar words using context clues and prior knowledge; verify meanings with resource materials.
Late Elementary
1A2a. Read and comprehend unfamiliar words using root words, synonyms, antonyms, word origins and derivations.
1A2b. Clairfy word meaning using context clues and a variety of resources including glossaries, dictionaries, and thesauruses.
Middle/Jr. High School
1A3a. Apply knowledge of word origins and derivations to comprehend words used in specific content areas (e.g., scientific, political, literary, mathematical).
1A3b. Analyze the meaning of words and phrases in their context.
Early HS
1A4a. Expand knowledge of word origins and derivations and use idioms, analogies, metaphors and similes to extend vocabulary development.
1A4b. Compare the meaning of words and phrases and use analogies to explain the relationships among them.
Late HS
1A5a. Identify and analyze new terminology applying knowledge of word origins and derivations in a variety of practical settings.
1A5b. Analyze the meaning of abstract concepts and the effects of particular word and phrase choices.

- This form can be printed to keep with your IEP or used as a reference.
- Print by using the File Menu on the Internet Explorer menu; do not use the Print (FileMaker) button on this screen. You must change the print orientation to Landscape by selecting Page Setup in the File Menu of Internet Explorer.
- To return to the Goal Bank Main Menu, use the Home button.
- To go back one screen, use the Return button.

NOTICE AND CONSENT

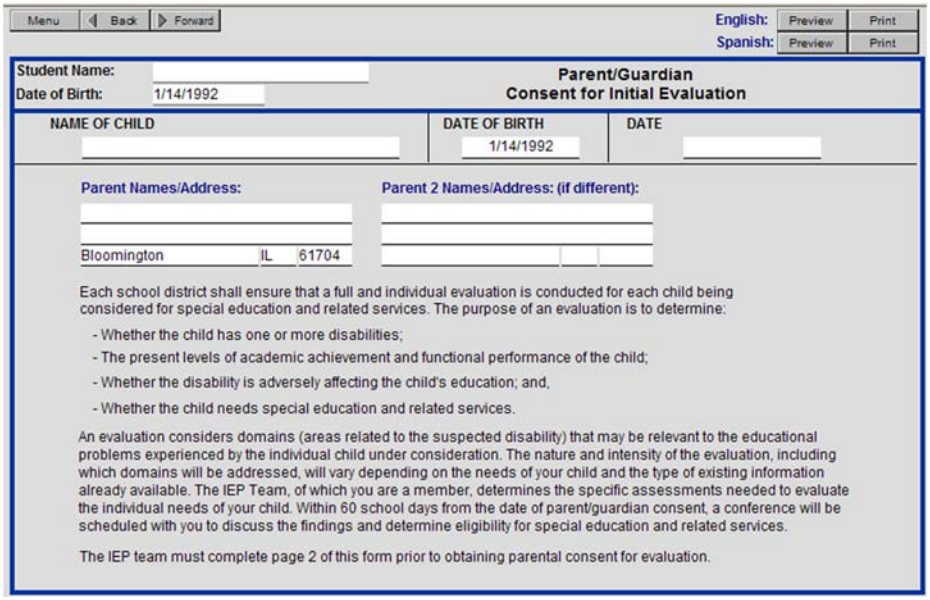

Main Menu
Notice and Consent Forms
Unmark All
First Name
Last Name
Print All Checked Pages (Web)
Print All Checked Pages (FileMaker)
Forms Menu
Test Student 3
SIS ID:
Birthdate:
Print English
Print Spanish
Data
* Prior to printing this form from the Web, set your Page Setup options to Landscape.
1 Notification of Decision Regarding Request for Evaluation
2 Consent for Initial Evaluation Pg 1
3 Consent for Reevaluation Pg 1
4 Consent for Eval.Pg 2 (Identification of Assessments)
2 pgs
(Domain Pages)
5 Notification of Conference
6 Notification of Conference Recommendations
7 Consent for Initial Provision of Special Ed. & Related Serv.
8 Notification of IEP Amendment (Minor IEP Changes)
9 Excusal of an IEP Team Member
10 Notification of Transfer of Rights Due to Age of Majority
11 Delegation of Right to Make Educational Decisions
12 Mutual Written Agreement to Extend Evaluation Timeline (For students with or suspected of having SLD only.)
New
Navigation to Other Notices
13 Consent for Agency Invitation to Transition Mtg. - Parent
14 Consent for Agency Invitation to Transition Mtg. - Student
15 Consent for Exchange of Confidential Information
16 Prior Written Notice Regarding Parent Revocation
PDF Only
1 Explanation of Procedural Safeguards
English
Spanish
2 Policy Statement - LRE
Spanish
PDF Preview - All users: Hold down Control/ Option if pop up blocker is enabled. FileMaker users will launch their web browser.
Total Records Found: 1
Records
Enter Find
Perform Find
Find All
Exit Program

- Access the Notice and Consent forms Menu from the Main Menu.

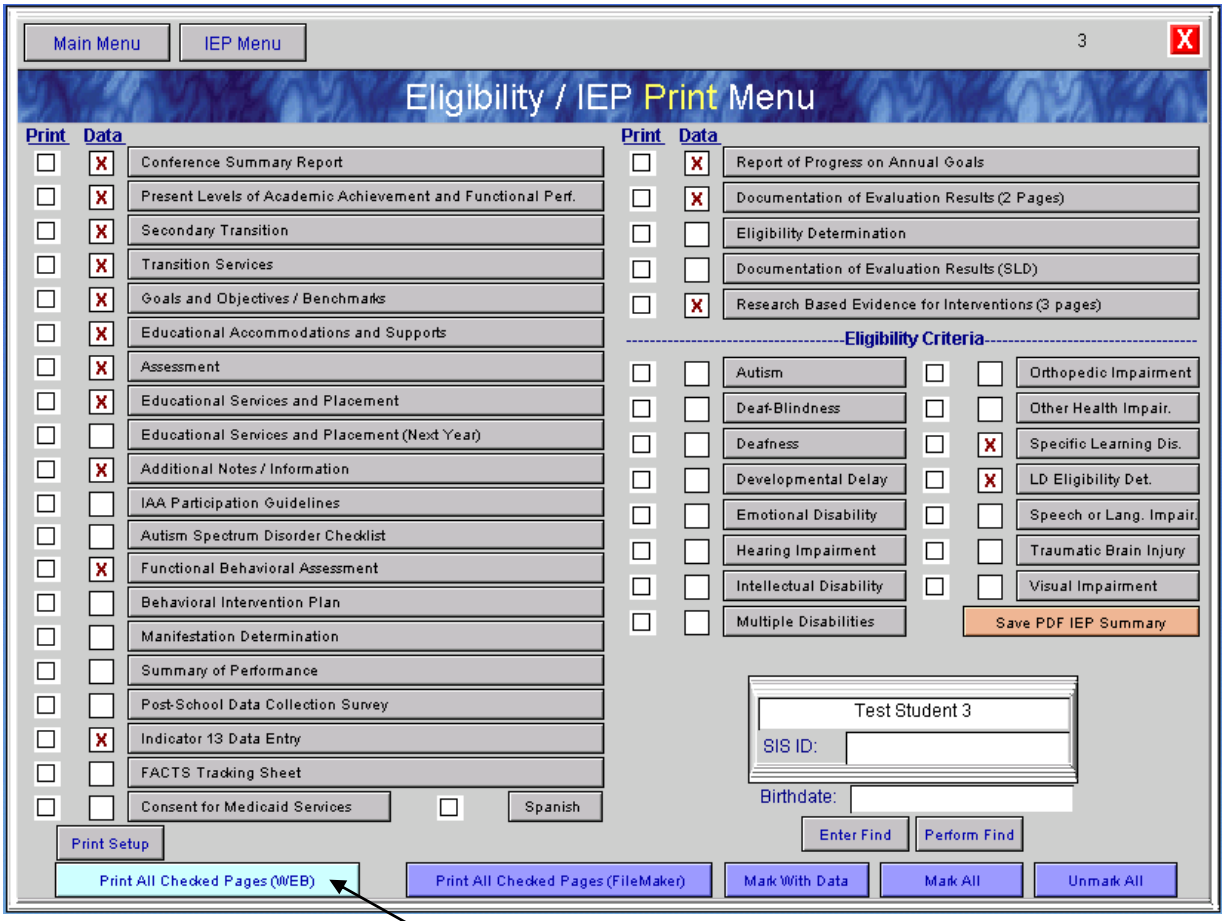


- To print forms place a check in the appropriate forms box under “Print English” or “Print Spanish”.
- Change the Internet Explorer Page Setup Option to landscape where needed.
- Click the Print all Checked Pages (Web) button.
- Then use the Internet Explorer Print command in the File Menu to print the page.

- Along with the option for Spanish Preview and Spanish Print, other program features such as the Menu, Back, Forward, and Preview buttons are accessed the same throughout the Notice and Consents section.


Menu
Back
Forward
English:
Preview
Print
Spanish:
Preview
Print
Student Name:
Date of Birth: 1/14/1992
Parent/Guardian
Consent for Initial Evaluation
NAME OF CHILD
DATE OF BIRTH
1/14/1992
DATE
Parent Names/Address:
Parent 2 Names/Address: (if different):
Bloomington IL 61704
Each school district shall ensure that a full and individual evaluation is conducted for each child being considered for special education and related services. The purpose of an evaluation is to determine:
- Whether the child has one or more disabilities;
- The present levels of academic achievement and functional performance of the child;
- Whether the disability is adversely affecting the child's education; and,
- Whether the child needs special education and related services.
An evaluation considers domains (areas related to the suspected disability) that may be relevant to the educational problems experienced by the individual child under consideration. The nature and intensity of the evaluation, including which domains will be addressed, will vary depending on the needs of your child and the type of existing information already available. The IEP Team, of which you are a member, determines the specific assessments needed to evaluate the individual needs of your child. Within 60 school days from the date of parent/guardian consent, a conference will be scheduled with you to discuss the findings and determine eligibility for special education and related services.
The IEP team must complete page 2 of this form prior to obtaining parental consent for evaluation.

PRINT MENU



Steps to print

- Simply check the boxes next to the pages to be printed.
- Then click the Print All Checked Pages (WEB) button.
- The program opens the first page to be printed in preview mode.
- Use the File Menu in Internet Explorer to select the Print command and print the page.
- Select the Blue Box to move to the next page to be printed.
- Continue until all pages are printed and the program returns to the Print Menu.

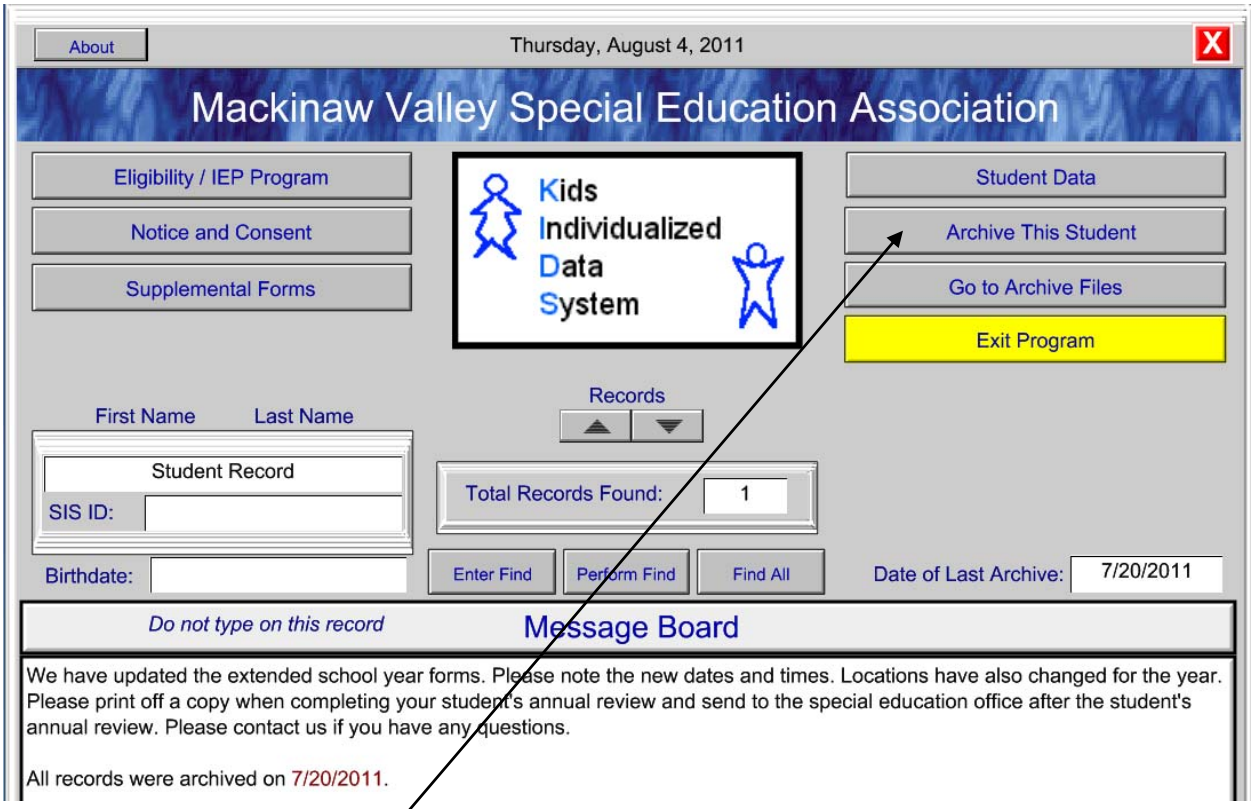
Notes

~The “Mark With Data” button will automatically insert an “X” in the Print Boxes for the forms with an “X” already showing in the Data Box.

~The “Mark All” button will select every form regardless of whether there is data on the form or not.

~To print individual pages use the “Preview” button located on the input screen. Once the print preview form appears; use the File Menu and Print Command. Use the blue button to return to input screen.

ARCHIVE


About
Thursday, August 4, 2011
Mackinaw Valley Special Education Association
Eligibility / IEP Program
Notice and Consent
Supplemental Forms
Kids Individualized Data System
Student Data
Archive This Student
Go to Archive Files
Exit Program
First Name
Last Name
Records
Student Record
SIS ID:
Total Records Found:
1
Birthdate:
Enter Find
Perform Find
Find All
Date of Last Archive:
7/20/2011
Do not type on this record
Message Board
We have updated the extended school year forms. Please note the new dates and times. Locations have also changed for the year. Please print off a copy when completing your student's annual review and send to the special education office after the student's annual review. Please contact us if you have any questions.
All records were archived on 7/20/2011.

Archiving Procedures:

- Archiving (backing up a student's IEP) is completed by Lori Strickler (the button is disabled to other users).

- You must request an archive following a completed annual review or following any meeting where data is changed on the student's record. This should only be done when the meeting has been finalized, all data has been entered and updated from all related service staff.

- You must request to have a student IEP archived when you make <u>any changes</u> to the current document. This must be done after an IEP meeting where you have made changes to the document in any way.

- Email the archive request to Lori at strickla@unit5.org, send a hard copy of the <u>entire IEP</u> to the Special Services Center and place a copy in the student's cumulative folder in your building. This should be done after an annual review as well as any meeting where changes have been made to the IEP.

How to Attach the Conference Notice to an Email

- If you have not already done so, install PDF Creator on your laptop
    - All Programs
    - Click the folder Microsoft System Center 2012 R2
    - Click Software Center
    - Click Find additional applications from the Application Catalog
    - Click in the Search box and enter PDF Creator
    - Click Install in the bottom right hand corner, scrolling may be needed to see this button
    - Click Yes, you will see a window informing you when the install is done
- In FileMaker open the Notice of Conference that you want to attach to an email.
- Select Preview in English or Spanish as needed.
- Select the File Menu in Internet Explorer and select Print.
- In the Select Printer window, scroll if needed, and double click on PDF Creator.
- In the PDF Creator window give the file a name that will help you identify the file later. A suggestion might be noticeab, where 'ab' are the initials of the student. Don't worry about entering any information in the remaining areas of this window.
- Click on Save.
- Select a location to save the file, such as your H:Drive or Google Drive.
- Click on Save.
- The PDF version of the Notice will open, you can just close it.
- Select the blue bar to exit preview mode in FileMaker.
- Now you can open Outlook and create a new email. Then simply attach the PDF file of the notice to the email.